

POLICY OF THE CANNON VALLEY ELDER COLLEGIUM

Note: *Parts in italics are the Bylaws. Items in bold print are policy.*

ARTICLE 1 - NAME, PURPOSE

1.1 The name of the organization is The Cannon Valley Elder Collegium.

1.2 The Cannon Valley Elder Collegium (CVEC) is an evolving community service organization focused on life long learning by providing a non-credit college level liberal arts program for senior citizens. Professional educators and others with extensive experience or knowledge to share provide the instruction. All participants (faculty and students) have opportunities to take part in policy formulation, course offering decisions, instructor selection, and ongoing program evaluations. CVEC's mission is to make the educational resources of our community more accessible.

ARTICLE 2 - MEMBERS

*2.1 CVEC membership is defined as those who teach CVEC classes, participate in CVEC classes, administer, are an affiliate with CVEC, or provide financial support. **Active members are those who have participated in CVEC in one of the two most recent years.***

2.2 The Annual Membership meeting is held following the spring term: the Board of Directors set the date, time, and place, and notifies the membership at least two weeks before the meeting. Special meetings may be called with at least a two-week notification by the Board Chair, the Executive Committee, or by a one-third vote of the Board. Decisions will be reached by a majority vote of the members present.

2.3 CVEC is an equal opportunity/equal education organization and as such does not discriminate on the basis of gender, race, color, national origin, disability, sexual orientation, religion, age (50 plus) or marital status in any of its programs.

ARTICLE 3 - AFFILIATES

*Affiliate status is determined by vote of the Board of Directors. Affiliates are sister organizations that provide significant program support and/or collaborate with program offerings. **CVEC's affiliates include the Northfield Senior Citizens, Inc. and the Northfield Retirement Community.***

ARTICLE 4 - STUDENTS

4.1 There are no formal education prerequisites for participants in CVEC classes.

4.2 The program is designed for students of fifty years of age or older and their spouses of any age, with registration open to those younger on a space available basis.

*4.3 CVEC will continue to offer intergenerational learning opportunities. **CVEC sponsors the participation of interested high school students in selected intergenerational classes.***

4.4 Tuition \$50 per course for regular courses and \$20 per course for lecture courses is due at the time of registration and prior to the first class meeting. Some classes require book and/or materials costs. Up to five dollars per student may be requested by instructors to cover the cost of incidental materials. Any additional costs are shared by the students. Financial assistance is available by request to the CVEC Director.

Scholarships are limited to one per student per term. If a course is canceled, full refunds are made. Any appeals for exceptions to this policy may be directed to the Board.

Class fees are not refundable after the second class meeting. If a student withdraws before the second class meeting and requests a refund, it will be made.

ARTICLE 5 - FACULTY

5.1 Generally, faculty are retirees who are professional educators. Others with extensive experience or knowledge are also included as instructors.

5.2 Compensation is a modest honorarium.

Course stipends will be paid by one week of completion of each course. The full honorarium of \$500 per course is paid when five or more students enroll. If fewer than five enroll, the instructors may cancel. If fewer than five and the course is offered, the honorarium will be \$50 per student. If substitute instructors are needed they will be paid on a pro-rated basis from the instructor's stipend.

5.3 Enrollment of more than fifteen is at the discretion of the instructor.

The desired class size is fifteen. Permission of the instructor is required for more than fifteen. Occasional unlimited lecture classes with reduced tuition are also held with consent of the instructor.

Prospective faculty will present a current resume and course proposal to the Curriculum Director. The Curriculum Committee reviews applications and presents its recommendations to the Board for approval.

Active faculty members will present course proposals and descriptions to the Curriculum Director. The description specifies course format (seminar, informal lecture, lecture and discussion, etc.), text(s), cost, and amount of reading involved. Costs should be reasonable for students.

Class rosters are sent to the faculty by the Associate Director prior to the first class meeting so that course information can be sent to the students if the instructor desires.

ARTICLE 6 - CLASSES

6.1 There are three terms per year, each eight weeks in duration. Classes normally meet each week for two hours.

6.2 Classes are organized to encourage student participation.

6.3 Preferred class size is fifteen.

Information regarding class materials and reading requirements is available at registration. Instructors make arrangements for book purchases and/or making books available in class.

Students complete course evaluations that include questions regarding interests in future course offerings.

ARTICLE 7 - BOARD

7.1 Membership is limited to a maximum of 15 and a minimum of 11 including representatives from affiliates (2), current or past faculty (4), current or past students (5) and directors(4). Elected Board members receive no compensation other than authorized expenses.

7.2 The officers are Chair, Vice Chair, Secretary, and Treasurer, elected at the first Board meeting following the Annual Membership meeting. The Chair convenes regularly scheduled Board meetings. The Vice-Chair heads committees on special subjects as designated by the Board. The Secretary is responsible for keeping records of Board actions. The Treasurer keeps financial records and gives reports at each Board meeting.

7.3 The Board meets a minimum of six times a year. Special meetings of the Board are called upon the request of the Chair, the Executive Committee, or one-third of the Board. Notices of special meetings are sent out to each board member one-week in advance.

All Board meetings are open to any CVEC member. All Board members, nonmembers who are chair of a committee, staff, and the Founders of CVEC should receive notices of Board meetings one week in advance.

7.4 Before business can be transacted or motions made or passed, a quorum of seven Board members must be in attendance.

7.5 The Secretary receives resignations from the Board. A Board member may be dropped, by action of the Board, if s/he has three unexcused absences from Board meetings in a year. A Board member may be removed for other reasons by a three-fourths vote of the remaining directors.

7.6 When a vacancy on the Board exists, nominations for a replacement member are received by the Secretary from present Board members two weeks in advance of a Board meeting. These nominations are sent out to Board members with the regular Board meeting announcement, to be voted upon at the next Board meeting. Those elected serve until the following annual meeting.

7.7 Elected Board members serve two-year terms, but are eligible for re-election. If a Board member leaves the Board in the first year of their term, the replacement elected at the annual meeting will serve a one-year term. To facilitate continuity, half of the Board members are elected each year

7.8 Two members of the Nominating Committee are elected at the annual meeting.

7.8a A Nominating Committee composed of one Board member and two from the general membership presents a slate of new Board members at the following annual meeting.

7.8b Additional nominations may also be made from the floor.

ARTICLE 8 - COMMITTEES

8.1 The Board creates committees as needed. The Board Chair appoints all committee chairs. To promote faculty and student participation in policy formation and to gain their help in the administration of CVEC, staffing committees from the general membership is encouraged.

The following permanent committees will be established and chaired by a member of the Board: Executive, Curriculum, Finance, Publicity, and Nominating. These committees will report to the Board as needed.

Additional committees will be appointed as needed and will report to the Directors.

The Curriculum Committee has the Curriculum Director appointed as Chair and includes the Director. In making course selections, the Curriculum Committee considers student interest, curricular balance in each term and equitable distribution of faculty opportunity for participation in the program. The Curriculum Director is responsible for presenting the proposed curriculum to the Board for approval.

8.2 The officers of the Board and the Director(s) serve as the members of the Executive Committee. Except for the power to amend the Articles of Incorporation and Bylaws, the Executive Committee has all of the powers and authority of the Board of Directors in the intervals between meetings of the Board of Directors, subject to the direction and control of the Board of Directors.

8.3 The Treasurer is chair of the Finance Committee, which includes at least two other Board members. The Finance Committee is responsible for developing and reviewing fiscal procedures. The Board must approve the annual budget. The Board or the Executive Committee must approve any major change in the budget during the year. The fiscal year is the calendar year. Annual reports are required to be submitted to the Board showing income, expenditures and pending income.

ARTICLE 9 – ADMINISTRATION

9.1 The Board appoints the Director(s) for staggered terms of three years with no limit on the number of reappointments who receive(s) an annual honorarium set each year by the Board. The CVEC Director, Financial Director, Curriculum Director and Operations Director conduct the administration. In recognition of their services the CVEC Director receives an annual honorarium of \$2000, the Financial Director, \$2000, the Curriculum Director, \$1000, and the Operations Director, \$2000. All four Directors are voting members of the Board. The terms of each appointment begin on August 1 during the academic year (August 1-July 31) appointed. The CVEC Director is in office at the will of the Board and can be dismissed or appointed at any time by a majority vote of the Board. The other Directors can be dismissed or appointed only by joint agreement of the CVEC Director and the Board.

9.2 The CVEC Directors responsibilities are as follows:

The CVEC Director's responsibilities include (1) overseeing the Elder Collegium, (2) fund-raising, (3) community relations, Web site and publicity, (4) working with the Curriculum Committee, (5) class scheduling and planning, and (6) working with the Operations Director and Financial Director on program decisions.

The Operations Director's responsibilities include (1) managing CVEC class registration, (2) managing the CVEC mailing list, (3) operating CVEC administrative procedures and (4) working with the Operations Director and the Director on program decisions.

The Financial Director's responsibilities include (1) managing the financial system including payroll, income recording and payments (2) preparing financial reports for review by the Director and Treasurer, (3) preparing and submitting reports to State and Federal Governments as required to maintain our non-profit status, and (4) working with the Director and Operations Director to maintain CVEC operations.

The Curriculum Director's responsibilities include (1) developing the course curriculum based on recommendations from the Curriculum Committee, the CVEC Board, faculty and members, (2) working closely with these groups to select an appropriate mixture of courses for each of the three terms, (3) working with the Director and the Associate Director to provide for the effective operation of the CVEC curriculum.

9.3 The Board appoints additional staff as needed.

CVEC employs a part-time writer.

CVEC employs a layout technician for the newsletter and course brochure.

9.4 Payment and Disbursement of CVEC funds.

The following are approved for signing checks: 1. Director, 2. Financial Director, 3. Treasurer, 4. Chair of the CVEC Board, and 5. Operations Director.

No officer can sign a check for payment to himself/herself. The Treasurer and the Director will receive copies of monthly bank statements and review all transactions.

Receipts are required for all disbursements except for those under twenty-five dollars, for which an explanatory notation is sufficient.

If CVEC disbands, the assets that remain after ceasing operations and payment of all of its obligations will be divided evenly between the Northfield Senior Citizens, Inc. and the Northfield Retirement Community.

ARTICLE 10 - AMENDMENTS

10.1 These bylaws may be amended at any Board meeting, a quorum being present (seven members), by the vote of two thirds of those present and voting, providing the proposed amendments have been read at the previous meeting.

10.2 The Executive committee reviews the bylaws of CVEC annually, recommending any changes to the Board.

10.3 Any CVEC member may propose in writing to the Board a bylaw change.

ARTICLE 11 - FISCAL YEAR

11.1 CVEC's fiscal year begins January 1st and ends December 31st.

11.2 The Treasurer is responsible for fiscal management with oversight by the board.

11.3 The financial books are audited and a report is made at the Annual Membership meeting.

ARTICLE 12 - PUBLIC INFORMATION

12.1 The financial records, by-laws and other official documents of the Cannon Valley Elder Collegium are public information and are made available to the membership. These are held in the CVEC cabinet at the Senior Center.

*12.2 Sharing of the membership lists with organizations outside CVEC is authorized only after review by the Director and approval by the Board. **The Director also reviews requests for collaboration, including requests for mailing lists from organizations outside CVEC. Whenever the request is from a cause deemed worthy, procedures will be used that guard the confidentiality of our membership. The Board will decide to act in a manner that is consistent with good community citizenship.***

These Bylaws were approved by the Board of Directors on August 8, 2001. **The policies were reviewed, revised and changes approved at the September 26, 2007 Board Meeting. A change to Article 9 was reviewed and approved at the May 21, 2008 Board Meeting.**